



Title: I, Payroll/Personnel Manual

Chapter: 7, Time and Attendance Procedures, Section 1, Time and Attendance Instructions

Bulletin: TNAINST 05-2, Fiscal Year-End Reminder

Date: July 13, 2005

To: Holders of the Payroll/Personnel Manual
Agency Personnel Offices
Personnel Officers
Personnel Users Groups
T&A Contact Points

Pay Period 19 is the last pay period of Fiscal Year (FY) 2005; therefore, special instructions are required for preparing Pay Period 19 Time and Attendance (T&A) Reports. Users are asked to consult the Time and Attendance Instructions procedure (Title I, Chapter 7, Section 1) for detailed instructions on preparing the T&A entries for fiscal year-end pay periods.

T&A contact point representatives should ensure that timekeepers are aware of these instructions. **Note:** These instructions do not apply to the Federal Deposit Insurance Corporation.

Payroll Obligation Estimates

For agencies having payroll obligation estimates computed by the National Finance Center (NFC), 100 percent of Pay Period 17 costs will be used to estimate Pay Period 19 costs that occurred in FY 2005.

Stored Accounting

For agencies that use stored accounting, Pay Period 19 charges will be applied as shown in the table below:

Pay Period 19	Amt Charged to FY 2005	Amt Charged to FY 2006
Week 1 basic payroll costs	100%	
Week 2 basic payroll costs	100%	
Week 1 and 2 premium pay		100%

Other options for distribution of accounting data on the T&A are provided in the Time and Attendance Instructions procedure.

Note: Because of fiscal year-end conversion, do not use Code 1 in the Accounting Data Usage Code field to store accounting classification data in the employee's payroll/personnel database record. You may resume using Code 1 in the Accounting Data Usage Code field in Pay Period 20.

Premium Pay Charged to FY 2005

To charge premium pay to FY 2005, prepare a single T&A distributing all time in pay status for each line entry to the appropriate accounting data for FY 2005. However, do not complete the Accounting Data Usage Code field on the T&A. This will ensure accurate distribution of accounting data charged between FY 2005 and FY 2006.

Payroll Costs

Payroll costs for Pay Period 18 will be obligated, paid, and reported in September 2005.

Split T&A Requirements

Split T&As are required when:

- **An employee is on leave without pay for military purposes (LWOP-US) through a personnel action with Nature of Action code 473.** A split T&A must be prepared regardless of whether the employee receives any paid time in Pay Period 19. **Note:** If an employee is on 80 hours of LWOP-US, the 80 hours should be recorded on the T&A with Transaction Code 71 and Transaction Descriptor Code 04. Failure to submit a T&A in Pay Period 19 will prevent an employee's military leave balance from being updated and rolled over properly.
- Regular military leave is used during Pay Period 19.
- U.S. Customs Service employees are coded in the database with *Y* in the Customs Officer's Pay Reform status field.

Instructions for preparing split T&As are provided in your Time and Attendance procedure. **Note:** When preparing a split T&A for Pay Period 19, the entry for the End Day is **13** and the entry for the Begin Day is **14**.

Inquiries

Please refer questions about policy/regulations to your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about T&A processing to the Payroll Operations Branch at **504-255-4630**.



MARK J. HAZUDA, Director
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